GUIDELINES FOR SUMMER INTERNSHIP PROGRAMME

GUIDELINES FOR SELECTION OF SUMMER INTERNSHIP PROGRAMME:

For selecting summer internship, students are advised to consult **Department faculty without fail.**

Following instructions to be considered.

i. Students should opt for a summer internship that would provide them to gain ample field knowledge in the relevant field of engineering such that theoretical knowledge gained in the class can be applied to solve the practical/ field problem.

ii. **Undergoing a training programme / Course at a particular organization for specified duration is NOT considered as summer internship.** If any student undergoes such trainings during summer internships, those would be rejected. In such cases students have to repeat the internship for the specified duration as informed by the concerned HOD.

iii. However student can attend such programs mentioned in point (ii) above to learn new tools for short duration that would help for solving the problem undertaken in the summer internship.

iv. Students should take a challenging task, may be a small portion, and apply the knowledge gained to solve it.

v. Summer internship can also involve data collection from different sources, including generating experimental data, collection of data from field etc. The data may be analyzed later on.

vi. Summer internship should be aimed at solving some of the problems of the society/ local region that should preferably have practical applications and benefit the society.

vii. **Students should devote full 06-08 weeks for summer internship. If any student undergoes internship duration in less than 06 weeks, such will not be considered for evaluation.**

viii. Students of RGUKT are not permitted to undertake internships in RGUKT campus. An internship is valid only if done outside.

ix. Different central and state government organizations, CSIR labs, premier institutions like IITs and IIMs, DRDO, public sector undertaking organizations, top IT companies may be considered for summer internships.

x. As soon as a student secures summer internship, he/she should inform dept. faculty advisor immediately.

REPORTING PROCEDURE FOR SUMMER INTERNSHIP PROGRAMME:

i. Students should submit the details such as name, ID No, branch, email ID, mobile no, organization where he/she would undergo training, date of commencement & date of completion, name of the supervisor (if already assigned) and contact details to the link from Training and Placement Cell.

ii. Students, who got internships through either CDPC or other sources, should report to the respective organization on the date given to them. No late reporting is permitted.

iii. While reporting to the organization, student should carry (i) College Identity card (ii) Internship allotment letter (if available) and (iii) any other documents informed by the organization.

AFTER REPORTING TO ORGANIZATION FOR SUMMER INTERNSHIP:

i. As soon student reports to the organization, every individual should get a supervisor/Guide/advisor for guiding the summer internship.

ii. Each student **should register summer internship details through online** (Name, ID No, branch, mobile no, email ID, place of internship, location, date of reporting to internship, title of the internship, supervisor name, contact number etc). TNP CELL WOULD ARRANGE THE LINK FOR STUDENT ONLINE REGISTRATION. After certain period i.e. 06 weeks before college reopens for E4 S1, the link will be deactivated. **Late registration is NOT PERMITTED. The link will be made available from 10th May 2017 to 25th May 2017.**

iii. If any student fails to register within the date mentioned, he/she will not be considered for evaluation of internship.

iv. In case of any problem while registering through online link/ accessing the link / any other problem, you should contact campus CDPC through email **(intern@rgukt.ac.in/ tnp.rguktb@gmail.com)**

v. Students have to inform HOD/ faculty advisor about whereabouts during summer internships.

DURING SUMMER INTERNSHIP PROGRAMME:

i. During 06-08 week of summer internship, students are expected to undergo the following.

- Brief training / some introduction/ training of software etc related to the topic that is assigned
- Prepare a report (as per B. Tech project thesis) on the work done at the last part of summer internship. Report should contain (i) introduction to the problem, (ii) objectives of the work, (iii) literature, (v) data, (vi) analysis and (vii) discussions and conclusions.
- At the last part of summer internship, student should approach supervisor/ guide and request him/her to evaluate summer internship report.
- Student should fill up the details in the Evaluation form **(CDPC/ Annexure III)** of the summer internship **(Part A)** and hand it over the form to supervisor /guide and request him/her to fill up Part: B of the sheet
- Supervisor should be requested to post the evaluation report to respective branch coordinator of the campus. Alternatively the evaluation form may be dispatched by the Supervisor as follows:
    - i) Sealing the report in a cover with signature across the seal. The cover may then be handed over to the student for being delivered to departments/TNP Cell. In this case, the supervisor may be contacted by the TNP Cell for clarification at a later date.
    - ii) Scan the Evaluation sheet and mail the same to intern@rgukt.ac.in

  Student should provide the address of your branch coordinator (**Part C** of the **CDPC/Annexure III)**

- If the sealed envelopes containing the Supervisor's report is found tampered, the student's internship may summarily be rejected.
- Students should report to campus on the day of reopening along with summer internship report and submit a supervisor's signed copy of the report to the branch coordinator.

ii. Student should maintain at most discipline during entire summer internship duration and they should be punctual to the work. Leaves are usually not entertained. However if unavoidable, it shall be sanctioned at the supervisor's discretion.

iii. While working in the workshop/laboratories, students should not operate any instrument without supervisor's permission.

iv. Students should take care of their health and safety. Safety rules of the company must be strictly followed.

v. Use of caps during sunlight, drinking of adequate potable water, eating of seasonal fruits and proper food are some of the points to be kept in mind regarding the health of students.

vi. Students should not leave the organization without supervisor's permission. The whereabouts of individual students should be known to the supervisor/guide.

vii. For any problem faced by the students during summer internship duration, they are advised to contact Faculty advisor of RGUKT or HOD or campus CDPC. Obtain the mobile numbers of all concern before leaving the campus for summer internship.

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar
Summer Internship Programme (year ....)
Sheet of Evaluation

PART: A *(To be filled by student)*

Applicant: Please complete the following details and get it evaluated by concerned supervisor/Advisor/Guide from the hosting company/organization.

Date:

Name of the student   :

Roll No   :

Branch   :

Name of Company/Organization   :

Title of the work for summer intern:

Signature of Student

PART: B *(To be filled by supervisor/guide)*

Respondent:

Name of Supervisor/Guide/Advisor   :
Title/Position   :
Name of the Organization   :
Duration of internship   : From................................ To .... (No. of days :.............)

Email: *Mobile No:*

Please complete the following details for this candidate. We would appreciate your opinion concerning the applicant's aptitude and potential based on your knowledge of his/her work.

Take the various components of the <u>student's performance including motivation and interest towards the work, work done, mastery of the work, report written and other important components</u> in term of percentage of marks as shown below:

PERCENTAGE MARKS FOR THE STUDENT'S PERFORMANCE:

.... (In figures); .... (in words)

Signature of Supervisor/Guide/Advisor
Name of the Supervisor/guide/Advisor

(Office Seal)   (   )

Request to the supervisor/guide/Advisor: Details in the above form should be filled up and put it in an envelope, seal it and post to the address given in Part C of this annexure III.

3

PART C

To
Head of the Department

Dept of ....
RGUKT Basar campus,
Village/ Mandal: Basar,
District: Nirmal,
Telangana State.
PIN-504107.